Summit Systems

Digital Video Recorder

Operations Manual

INDEX

INITIALISING THE DVR

Rotate the centre toggle lock and swing open the right hand door on the front of the DVR unit.

Down the bottom next to the 3½ inch floppy drive, there is a red button with 'RESET' on it, and next to that a black button with a white dot on one side.
Press the white dot on the switch and then release. The switch will spring back to its original position.

Your DVR will boot up into Microsoft Windows XP and the SS3 software will start automatically.

Welcome to the SS3 software! Your screen will look something like this:
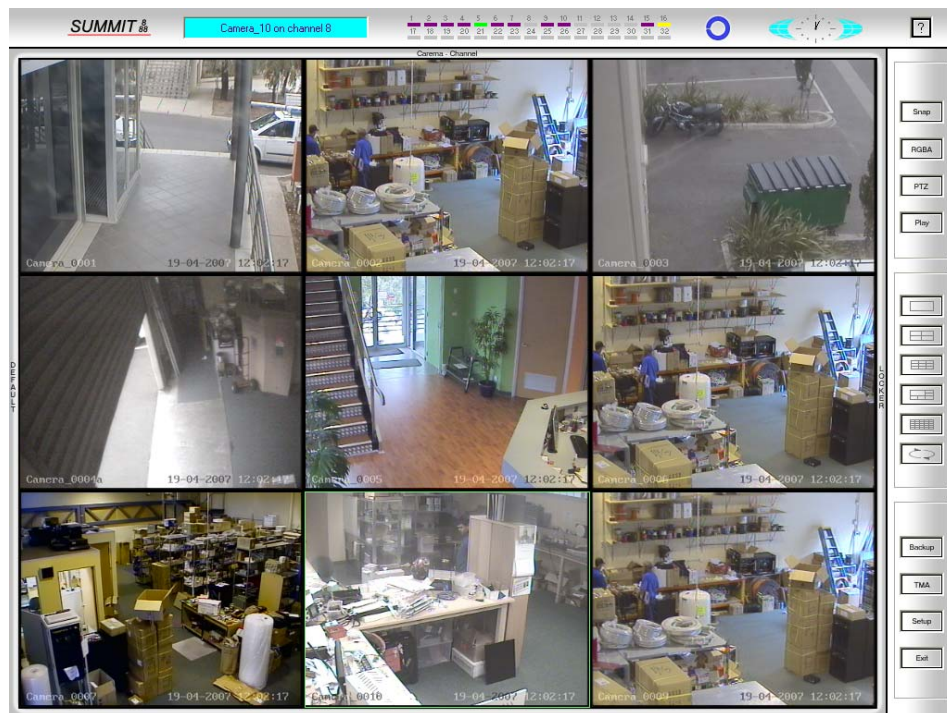
The optional UPS (Uninterruptible Power Supply) with your DVR will be either a cream coloured or black bay in either the right or left side of the case doors. Ensure that the lights on this device are illuminated, green for normal operation & red if the unit has been shutdown.

For the DVR to function properly the UPS *MUST* be turned on. To turn the UPS on, press the right hand side of the units raised area on the face, like so:

The red and green lights on the unit will flash on and you will be left with a permanently on green light once the unit is active.

GETTING TO KNOW THE MAIN SCREEN

In order to navigate around the screen you must first understand the screen layout and what tabs and buttons refer to which areas of the software
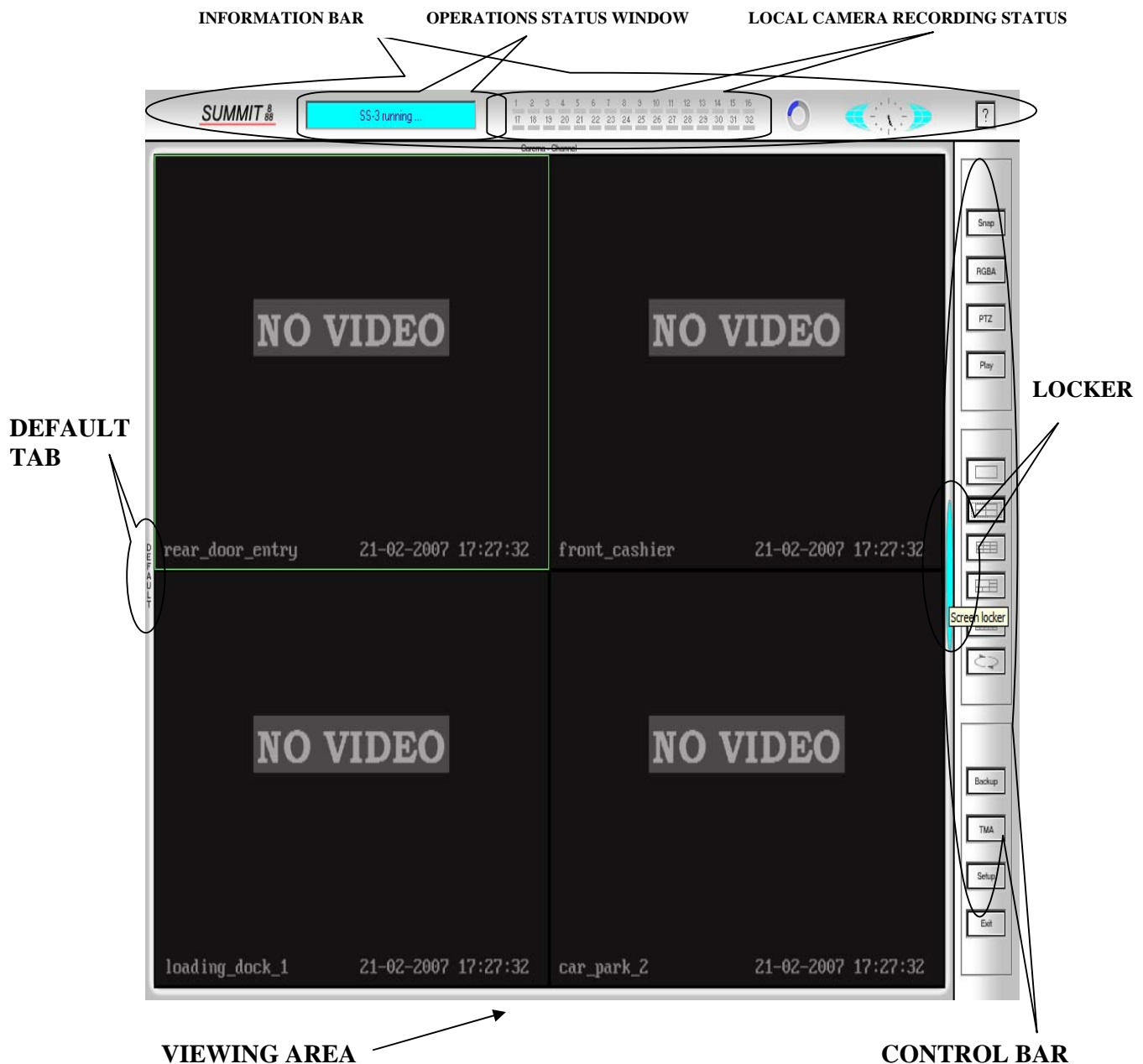
The main screen consists of 4 specific areas

INFORMATION BAR at the top of the screen.
CONTROL BAR along the right side of the screen.
VIEWING AREA video images up to 32 channels depending on the size of the system installed.
LOCKER Tab between the Control Bar and the Viewing Area
DEFUALT Tab at the far left of the screen

<div align="center">

INFORMATION BAR

The Information Bar shows the following.

</div>

SUMMIT 888 logo (hover mouse cursor over the logo to see the current software version)

OPERATIONS STATUS SCREEN.
Changes information such as who has logged in
Which camera is currently selected
When you have clicked on System Setup etc.

LOCAL CAMERA RECORDING STATUS
Cameras 1 to 24 or 32 depending on the software version installed.
Will present in a different colour depending on the recording status of each camera

Greyed Out - No camera installed on this channel or TMA not configured (refer Pg-40)
Purple   - camera is installed on this channel but not currently recording
Yellow   - Camera is recording from motion detection
Green   - Camera is set to record from timer at designated times continuously
Red   - Camera is being triggered to record from an external alarm source
Green/Yellow – Camera is set to record at 1 frame every second continuos but when motion is detected in front of the camera it will record at full frame rate until motion ends (usually only used in gaming facilities)

CURRENT STORAGE ON SYSTEM DRIVES (BLUE/GREY CIRCLE)
As the System Drives fill with stored information (Video Footage) the Blue line will move around the circle, hover the mouse cursor over the circle to get information on the following

TOTAL VALID SPACE
Shows (In Gigabytes) the Total capacity of storage on the DVR.

AVAILABLE SPACE
Shows the available space (In Gigabytes) of the remaining capacity left for the system to record onto.

RECORDS SINCE
Shows how far back the earliest records are on the system.
(the DVR is designed to automatically overwrite the earliest recorded records to continue operation, this means that records from the 1st time it began recording will be over written record by record, systems are generally designed to have the capacity to store records for up to 30 days ((depends on the size of disk drives and their numbers installed)) when the drives reach their full capacity they will begin to overwrite the records from 30 days ago ((or earlier)) these records are no longer retrievable if they have not been backed up I.E. Records Since 04-01-2007 means that the earliest the records on the system go back to is the shown date.

SYSTEM TIME CLOCK
Shows the current time, hover mouse over clock to see current date, refer to the section on changing the current time to change minutes and seconds of the system.

QUESTION MARK

Left click the mouse cursor once on the Question mark and then click on any tab or box for a text information screen

PTZ Controller
It provides 10 Pan-Tilt-Zoom controls:
1. Tilt up;
2. Pan right;
3. Tile down;
4. Pan left;
5. Zoom in;
6. Zoom out;
7. Focus in;
8. Focus out;
9. Iris in;
10. Iris out;
All controls are mouse tipped. The tip in free place shows PTZ driver.
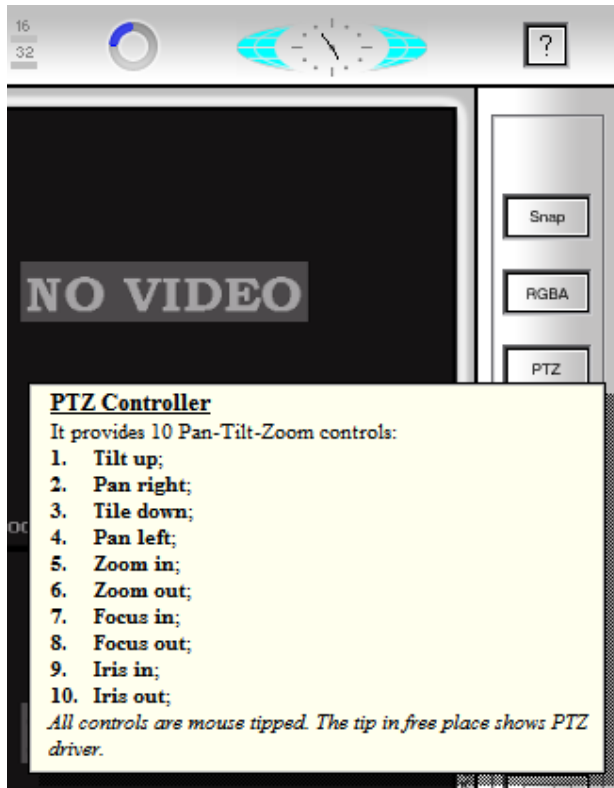
CONTROL BAR

The control bar is the heart of the systems controlling functions, here you change camera screen layouts, setup the system, backup or copy records etc.

SNAP - allows for a real time image snap shot

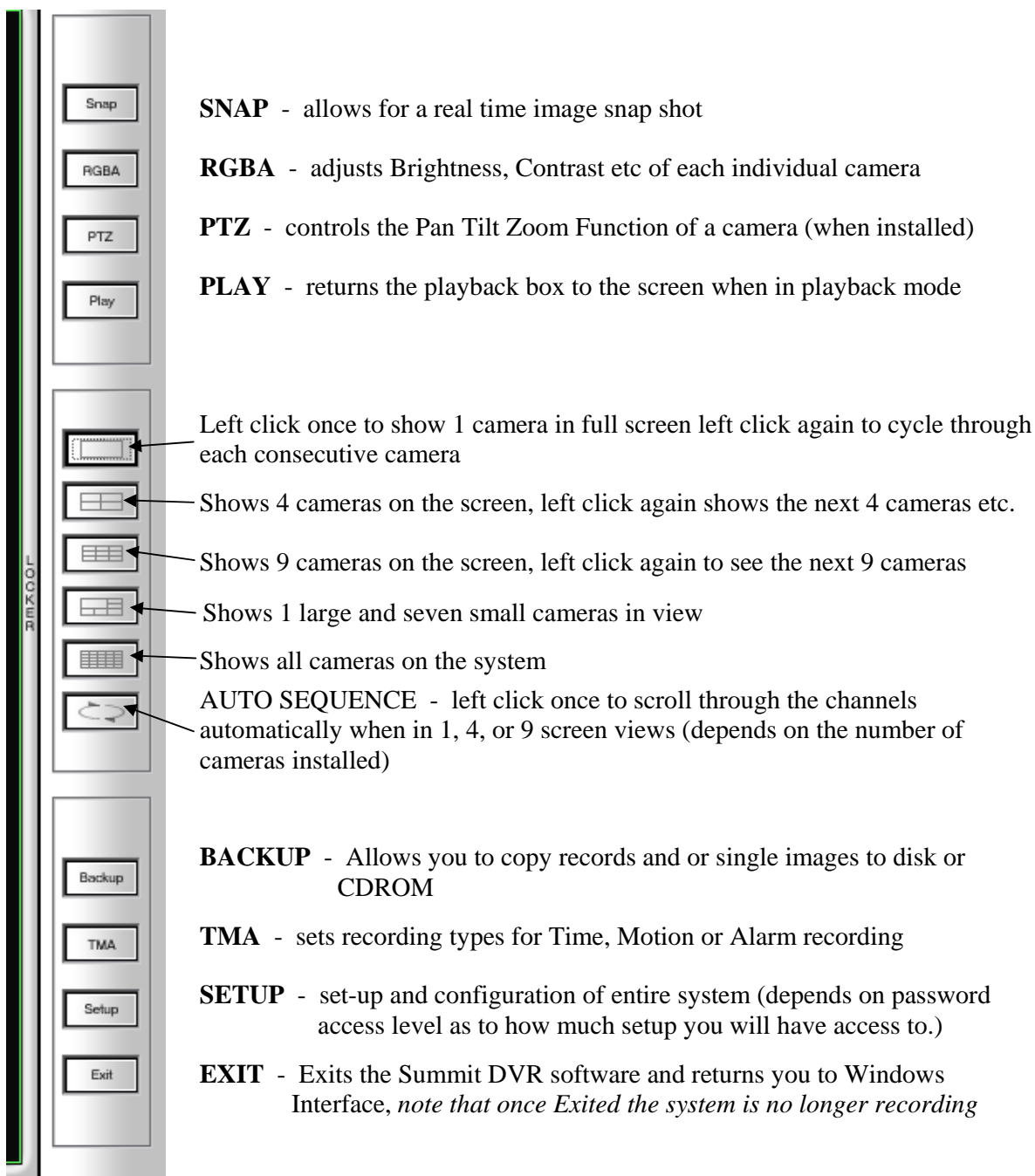**RGBA** - adjusts Brightness, Contrast etc of each individual camera

PTZ - controls the Pan Tilt Zoom Function of a camera (when installed)

PLAY - returns the playback box to the screen when in playback mode

Left click once to show 1 camera in full screen left click again to cycle through each consecutive camera

Shows 4 cameras on the screen, left click again shows the next 4 cameras etc.

Shows 9 cameras on the screen, left click again to see the next 9 cameras

Shows 1 large and seven small cameras in view

Shows all cameras on the system

AUTO SEQUENCE - left click once to scroll through the channels automatically when in 1, 4, or 9 screen views (depends on the number of cameras installed)

BACKUP - Allows you to copy records and or single images to disk or CDROM

TMA - sets recording types for Time, Motion or Alarm recording

SETUP - set-up and configuration of entire system (depends on password access level as to how much setup you will have access to.)

EXIT - Exits the Summit DVR software and returns you to Windows Interface, *note that once Exited the system is no longer recording*

Locker Tab

The 'Screen Locker' tab is located on the inside right hand edge of the interface.
It is used to unlock the DVR software, *note that software versions 3 and above will automatically re lock the system after 5 minutes of non activity.*

> **What is 'Unlocking the screen'? Why do I have to do it?**
> *Unlocking the screen allows the mouse pointer to interact with the buttons on the screen allowing the user to access the software. Note that the level of access I.E. what you can do within the software, will be determined by your Authority level given when the code is set in user manager.*

To unlock the screen click the **Locker** button located on the inside right edge of the interface. The keypad box will open and allow you to enter your code.

To enter your code simply click on the corresponding numbers of your code and then press the enter button.

If you make a mistake entering your code simply press enter button at anytime and then click the 'locker' button again to re try.

> **What is my code? Where do I get one?**
> *An access code can be obtained from your administrator/manager if you have been granted access to the security system. (refer section on creating user accounts & their corresponding levels of access)*

NOTE: The locker button is used to gain access to all other buttons on the interface so it <u>MUST</u> be done prior to accessing any functions, *software versions 3 and above will automatically re lock the screen after 5 minutes of no mouse or keyboard activity.*

Once you have entered your code and pressed the enter button, the light blue screen along the **Information Bar** will advise that the screen has been successfully unlocked. The interface buttons can now be utilised.

# DEFAULTING THE SCREEN VIEW LAYOUT

Default Tab

The **Default** Tab is located in the middle of the left hand edge of the screen and is used to reset the viewing area to its default setting.

Pressing the **Default** Tab will "**reset**" your Camera View layout to real time viewing, that is, images being viewed are real time and not in playback or review mode.

To reset your screen using the **Default** Tab make sure the '*screen is unlocked*' as per previous instructions, then simply press the **Default** Tab on the left and the screen will flicker slightly as the windows view reset to their default configuration.
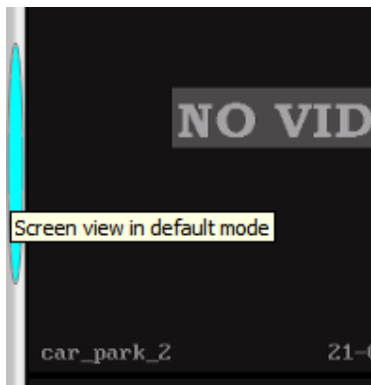
Note:- for the software versions SS1 and SS2 a simple left mouse click on the **Default** Tab will reset the screen, however, for software version SS3 and above there are more choices when you click on the **Default** Tab which allow you to save multiple variations of screen layouts, to know which software version you have simply move the mouse cursor over the SUMMIT 888 logo on the Control Bar and the version and release date will be shown
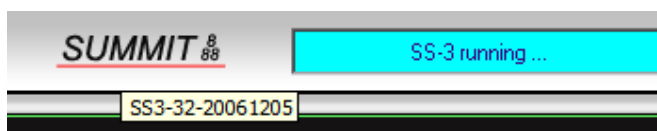
Changing Default View Styles on SS3 and above
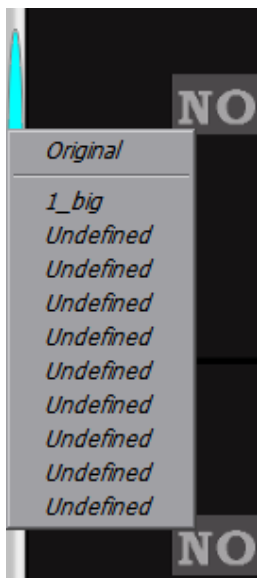
Left Click on Default and click on the chosen screen layout setting, the video screens will change to suit your choice.

To create your own layouts, right click on Default and then left click on Add to Defaults, give the new Default a distinctive name and click OK.

PLAYBACK / REVIEW RECORDS

To playback a record, ensure you are logged into the DVR by clicking on the locker button and entering your password.

Right Click once on the required camera to be played back, the Playback/Review screen will start.

Left click on the camera again to make it full screen.

Click on Date Search, to locate required records.

Click on the yellow lines to move to required time for that day.

Use arrow forward or arrow back on left of Hour Search to move from midnight to midday
Use arrow forward or arrow back on right to move from midday to midnight of that day

Use arrow left or arrow right in centre of screen (time in the middle) to move forward or backward 1 record at a time.

Click on Motion, select motion detect field and then click on Last or Next to only search records within that motion detection area.

Right click anywhere within the yellow bars to expand them, this will allow easier viewing of the number of records
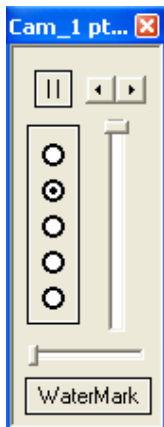
 Once the desired time and record is located, close the review box by clicking on the red X on the top right of the box, the playback control box will appear.

Use the left and right arrow buttons to move forward through and backwards through the records.

Click on the pause button to pause playback, once in pause mode click on the left or right arrow button to move back through the record or forward 1 frame at a time.

Click on play arrow to continue normal playback.

Click on the speed circles to increase or decrease the playback speed.

Click, hold & drag the blue circle moving down to control the playback within the playing record.

Note: - you can also copy the record playing back directly to a CD/DVD by pausing playback, selecting Backup and then copy Record; the currently playing record will be copied to disk. (Requires a blank CD/DVD to be inserted.)

CONTROL BAR

Real Time Snap Shot Function

The real time snap function allows you to take a still shot (Photo) in normal time (now) of what is happening on each individual camera.

Scenario
You are in front of the Summit DVR when you notice an employee on one of the cameras rifling through papers in a place they shouldn't be, even though you know he is being recorded you can instantly take a Snap shot (still photo) of the person real time.

1st click on the cameras window in the viewing

Image showing employee rifling through private papers.

area so that, that camera is highlighted with a green boarder, then Simply left click on Snap in the Control Bar, the Snap shot box will appear, now click on the camera image in the Snap box to instantly take a picture of this person in real time.

The image of the employee has know been saved is a BMP (bitmap type file) in the windows directory of C:\SSapp\Shots and can be accessed later for reviewing and or copying to either a floppy disk or onto a CDROM along with other footage, this file is also embedded with its current day, date and time making it admissible in a court of law so long as it remains in its native format & is not edited in any way by an image editing application, this is known as watermarking.

CONTROL BAR

R.G.B.A

The R.G.B.A tab allows for the adjustment of the Brightness, Contrast and Colour control of each individual cameras image.

By 1st selecting the camera in the viewing area and then clicking on RGBA you can adjust these properties to allow for low light or over brightness' of each camera, these changes then remain on the camera irrespective as to whether the screen is defaulted or the Summit software is restarted.

To adjust the Lightness (brightness) of the image either brighter or darker, left click and hold on the Lightness blue button and drag either left or right to increase or decrease, note that the figure of 50 is the normal state.

To adjust the contrast of the cameras image, again left click & hold on the blue button in the Contrast slider and drag left for lower contrast or right for increased, 50 is the normal state.

To adjust the colour left click & hold then drag to increase or decrease the depth of colour on the cameras image.

To adjust the saturation of colour, left click, hold and drag to adjust the Saturation of colour in the cameras image (*Note that fully left or fully right is the normal Saturation of an image*)

Pre Audio
Where systems are fitted with microphones attached to cameras and record audio at the same time as video this tab adjusts the level of audio you here on the systems monitor when you click on the cameras image in Viewing Area. To increase or decrease the Audio level in real time left click & hold on the blue tab and drag right to increase volume and left to decrease.

Note:- that this only adjusts the Pre Audio (in real time) it does not adjust the level for play back & the original level being recorded is pre set during installation.
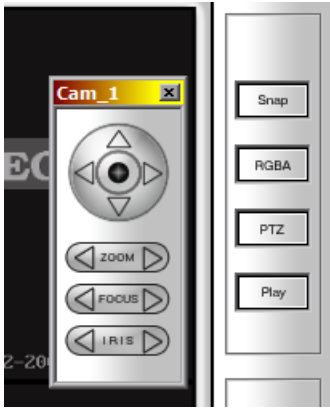*If you click on a camera that does not have audio attached their will be no audio level to adjust.*

P.T.Z
Pan Tilt Zoom control

The PTZ Control adjusts and controls cameras that have a Pan Tilt and Zoom function on them, if the camera does not have this function this tab when clicked on will do nothing.

To control a camera with PTZ function, click on the PTZ tab to start the controller.

To move the camera Up or Down left mouse click and hold on the Up or Down arrow, the camera will begin to tilt up or down.

To move the camera left or right, left mouse click and hold on the Left or Right arrow, the camera will begin to move left or right.

Circular Ball.
Left click and hold down the mouse button when the cursor is in the centre on the black ball, know with the left mouse button held down drag the mouse around, the camera will move Up or Down, Left or Right depending on which way the mouse is moved.
Note:- not all cameras allow for this function & will not work in some instances.

To zoom into an object, left mouse click & hold on the Left or Right arrow on the ZOOM tab, clicking left will zoom out, clicking right will zoom in.

To adjust focus on a subject (if the subject goes out of focus when zooming in) left mouse click and hold on either the left or right arrow on the FOCUS tab to adjust the focus for a clearer image.

IRIS Tab
Some cameras allow for the adjustment of the Iris, this means you can increase or decrease the amount of light entering the cameras lens.

Scenario
It is a bright sunny day and the image you are looking at is over bright to clearly make out a subject, here you can adjust the cameras iris which will increase or decrease that light entering the cameras lens, similar to you squinting after moving from a dark area into full sunlight, the human eye will adjust automatically and cameras with automatic iris lens will do the same, but with certain PTZ cameras this can be overridden by this function.

To adjust the iris by opening or closing it, left mouse click & hold on the left or right arrow of the IRIS tab to open or close the iris.

PLAY CONTROL

The PLAY tab is used to simply return the playback box to the screen during Playback/Review.

During certain functions of Playback/Review whilst clicking and changing cameras the actual play back control box may disappear from the screen, to return it to the screen simply press the PLAY tab.

Note:- pressing PLAY at any other time will do nothing as it only operates during Playback/Review

you have begun playback by right clicking on the required camera and then closed the review box, the playback control box will appear, however, if you know click on another camera and click it again to go full screen this Playback box will disappear, to return it to the screen simply left click on PLAY and the box will re-appear.

CONTROL BAR

Camera screen numbers layout

These tabs adjust the number of camera boxes on the screen, they allow you to see all or only some of the cameras required at any time, once the preferred layout has been chosen it can then be saved as a screen default.

To have just 1 camera at full screen left click on the single square tab, now to move from that camera at full screen to the next camera, left mouse click again on the single square tab, doing this will cycle through all the cameras 1 by 1 at full screen.

To have 4 cameras visible and cycle through the next four, left mouse click on the tab with 4 squares.

To have 9 cameras visible and cycle through them follow the same procedure by clicking on the tab with 9 squares.

To have 1 large screen and 7 smaller screens surrounding it for quick review, click on the tab with a large square and several smaller ones surrounding it, the screen layout will give you the following.
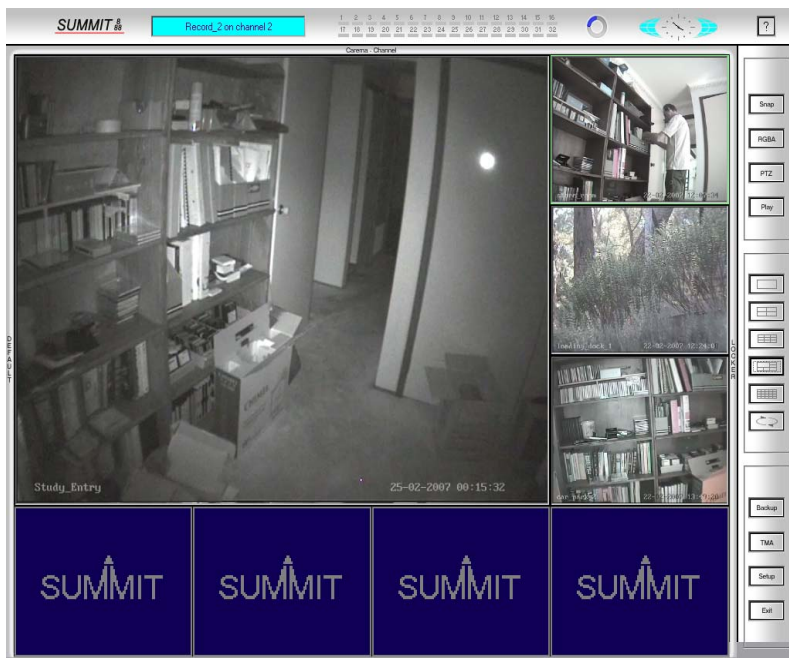
now to move a cameras image from the smaller outside boxes to replace the 1 large image click once on the outer image to highlight it then click once again to replace the 1 large one with the new image, this will swap the image over making the previous large image show on the outside and the new image show in the 1 large box, this screen layout is useful when you want to keep an eye on images but need to have a clear view of 1 specific area to quickly glance at.

To see all the cameras and channels of the Summit 888 system left mouse click on the tab with multiple squares, this will show the entire channel selection irrespective as to whether cameras are connected to those channels or not.

To auto sequence through the cameras when in 1, 4 or 9 screen view click on the circular tab, the screen will begin to switch from 1 image or group of images to the next image or group.

Camera screen numbers layout (Cont)

Note that if you only have 4 cameras and you are viewing 4 cameras, clicking sequence will do nothing, likewise for 9 with 9.

Auto Sequence times are adjustable in the Setup area under Miscellaneous / Sequence Interval and are in seconds (standard Auto Sequence times are 5 seconds adjustable from 2 seconds to 100 seconds)

Auto Sequencing in Playback/Review mode
You can Auto Sequence in Playback/Review mode when playing back multiple cameras at the same time, if you have 1st selected 4 or more images to playback and you then select 1 image at full screen by left mouse clicking on the camera once in playback mode then left mouse clicking Auto Sequence on the Control Tab, the cameras that are selected to play back together will now sequence from 1 to the other.

BACKUP TAB
The backup area allows you to save copy and backup stored images as well as playback those images in a viewer called SSViewer.

Left mouse click on BACKUP and select the following choices
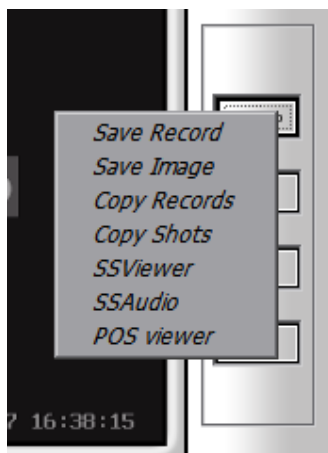
Save Record, allows you to save the current record being played back to either a CDROM, or onto the Hard Drive of the DVR.

Save Image, allows you to save a still image by pausing playback and clicking save image, here you can either save the image to a floppy disk or CDROM or to the default shots folder on the DVR (C:\SSapp\Shots)

Copy Records, allows you to copy multiple records to CD or DVD disk for backup, review and as future evidence.

Copy Shots, allows you to backup all real-time images created from the Snap shot tab and stored in the shots folder (C:\SSapp\shots) to floppy disk or CDROM.

SSViewer, opens a standalone video imaging application to review video and still images.
Note:- the SSViewer application is automatically copied to a CD or DVD when Copy Records is selected, this allows others without video viewing software to view all the images stored on the CDROM or DVD

SSAudio, opens a standalone application which allows you to playback audio visual records when a system has audio configuration, this application is also copied to the CD or DVD when Copy Records is selected.

POS viewer.
A stand alone viewer used when the Summit DVR system is coupled to a Point of Sale (Cash System) used to view sales records.

Footnote:- What is a record.
When the Summit DVR records and then stops recording, such as with motion detect, each set recording is classified as a record, depending on the amount of footage recorded throughout a single day I.E. 12 midnight through to 12 midnight that day this can be a substantial number of records, when you right click a single camera to begin playback it will play back from the start of recording on that day, and continue playback of each recorded record 1 after the other.

Save record

To save a single record being played back, 1st close the record review box (refer playing back records on page ??) then left mouse click on Backup & then on Save Record, the Summit Software will ask you where you want to save the record, it can be saved immediately to CDROM / DVD (ensure a disk is in the drive 1st) or can be saved to the Hard Disk drive of the DVR for review or backup later

When the Save As Windows box appears select a folder to save the currently playing back record to, 1st click on the Save In tab and select a folder such as My Documents, then click in the File Name box, delete any current text that may be in this box and type in a recognisable name for your file that can be backed-up at a later stage I.E. "papers thief", (*without the quotation marks*) then left mouse click on Save and the file will be saved to this location.

Save Image

To save an image (still copy) from the currently playing back record, 1st pause the record on the particular area of the record you want to take a still image of (refer playing back records on page ??) by left mouse clicking on the playback boxes pause button, then left mouse click on Backup and Save Image.

When the windows box appears it will already be directed to save the image file in C:\SSApp\Shots folder, simply click in the File Name box and give the file a title, left mouse click on Save and the still image you have paused will be saved to this location with the file name you have chosen, this can then be retrieved later for backup on a floppy disk CDROM or DVD with other images.

Note:- once saved the record will continue to playback from where it was previously paused.

Copy Records

This tab allows you to copy multiple records at once from the Hard Drive onto a CDROM or DVD.

Scenario
A person has broken into a customers car in the carpark, whilst the thief was wandering around the vehicle and then breaking into it and then leaving the scene it was recorded over several records, in order to use the entire number of records that recorded the incident you want to copy all these records to disk for police evidence.

left mouse click on Backup and then Copy Records.
This can be done at any time and requires you to be logged into the system.

When the Copy Records box appears, 1st select the date the incident occurred by clicking on Date, then once that dates records appear click on the camera name or number that recorded the incident.
Note:- here you can select more than 1 camera if the incident was captured on multiple cameras by clicking on each cameras name or number so they are highlighted.
Now click on the double arrow tab between the Date box & the Cameras box to place all records for that day & from the selected cameras into the right hand box, if the number of records exceeds that shown in the right box simply left mouse click and hold the mouse button down to drag on the arrow tab on the far right side to scroll to the times required. There are now a number of ways to select individual times and cameras for copying.

Copy Records (Cont)

Windows software allows for a number of ways to select multiple files at once *(Note:- this is applicable for copying multiple files in any Windows folder not just the Summit DVR)*

1. Left mouse click on the 1st file required in the right box, then, holding down the Shift key on your keyboard, click on the last file you want to copy (a group of files together I.E. 03:35 to 03:46) this will highlight all the files required at once.
2. Left mouse click on the 1st file required in the right box, then holding down the Control key (Ctrl) on your keyboard left mouse click once on each individual file thereafter whilst keeping the Control key held down, this will select and highlight each file one by one, when you stop clicking and release the Control key, only the files you want will be highlighted (Note:- this allows you to select different files from within the group I.E. 03:35, 03:37, 03:40 and 03:46 leaving those in between untouched.
3. left mouse click on the white space between the times and the dates in the right box, holding down the left mouse button drag the mouse down, this will select a group of files together when you release the mouse button.
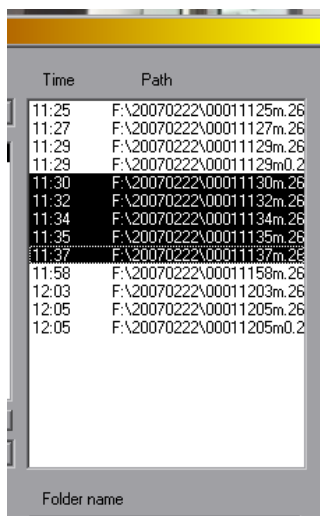
Footnote:-
If you have selected more than 1 camera in the left box their will be multiple copies of the times in the right box.
I.E. if both camera A, and Camera B, recorded movement at the same time these multiple times will be shown in the right box because you have selected more than 1 camera.

Reading the information in the records box

Under the list "Time" this will be from midnight to midnight on the one day, therefore the times may read 00:01 for 1 second past midnight through 01:30 for 1:30 am and then past midday it will read 13:00 for 1pm and onwards I.E. 5:35pm will read as 17:35 and so on as the system is a 24 hour clock.

The "Path" denotes both the systems file location, the date of each record, the camera number and the time, the only important areas you would note here would be the date (ensure you have chosen the correct date of the incident) and the camera number which will be the numbers immediately after the date (dates are American configuration and read as 20070222 is 22/02/2007) and the camera number will be 0001 for camera 1 0002 for camera 2 etc the numbers immediately preceding the camera number are a repeat of the time, therefore F:\20070222\00011125m is the files storage path followed by the date of the record, then the camera number and the time the incident was recorded, the 264 after this is merely the type of file created by the Summit system and holds no relevance.

Copy Records (Cont)

Now you have selected the group of files that spanned the incident you are ready to copy them to CDROM or DVD

First ensure you have inserted a blank CDROM or DVDROM in the drive.
When Windows recognises the blank disk it will present a blank Windows box, close this box again by left mouse clicking on the red X at the top right of that box.

you must know format this disk before it can be recorded on, this will allow the disk to be played back on any Microsoft Operating system from Windows 95 to XP, if the disk is not formatted it will only run under Windows XP.
Ensure you are logged into the DVR and then press the Windows key on the keyboard some keys will say Start and other keyboards may just have a graphical logo, the key is situated between the Ctrl key & the Alt key.

Windows Key

This will activate the windows Task Bar along the bottom of the screen, if the taskbar doesn't show you have not logged in or your log in password does not allow you to back-up records.

On the task bar at the far right near the time you will see either a Drag to Disk Icon such as the one to the left, or a Drag to Disk control bar such as the one shown here.

Now navigate the mouse cursor onto one of these Icons and click the **Right** mouse button, a menu will appear, move the mouse cursor up this menu to *Format Disk* and click the left mouse button, a box will show asking if you want to format the disk, just click OK and formatting will commence.

Once the disk has been formatted the blank Windows box will return as it did when you first inserted the CD / DVD again as before simply left mouse click on the red X at the top right of this box to remove it.

Ensure that under the "Save In" tab it is directing to a CDROM and not a HD (hard drive) if it is not directing to a CDROM left mouse click on the down arrow and select CDROM i.e. D:\ {CDROM} (D:\ is merely the systems drive allocation) and left mouse click on OK, this will begin to copy files to the CDROM / DVDROM

Prior to pressing copy you can create a folder name by typing in a distinct name under "Folder name", this will create a separate folder on the CD / DVD where these records will be copied to, this can be handy if copying records from different dates, otherwise all the dates and records will be placed in the root folder on the CD /DVD.

Copy Records (Cont)

Footnote:- disk capacities
A CDROM can store around 650 megabytes of data where as a DVDROM can store around 4.5
Gigabytes of data
650 Megabytes is 650 million bytes
4.5 Gigabytes is 4.5 billion bytes

However history has shown that when records are being copied specifically for presentation to the police there are 2 schools of thought.
Many incidents only span a few minutes and therefore don't exceed 650 megabytes
Police don't always have access to a DVD player and therefore can't play back the disk.
As such we recommend that when presenting a copy of an incident specifically for the police it is recommended only a CDROM be used.

As stated earlier in this manual, every time a group of records is copied to a CDROM / DVDROM the applications SSViewer & SSAudio will also be copied to the disk, these applications allow for the playback of the records on any machine running a Microsoft Windows operating system, by 1st running the application and then following the prompts on the screen (refer page 25, SSViewer)

Copy Shots

Copy Shots allows you to copy all the still images Shots / Snap Shots to either a floppy disk (default) or CD / DVD drive.
All still images saved by either the real time Snap function or from Save Image are stored in the Windows folder C:\SSApp\Shots on the systems Hard Drive and can be backed-up to a disk.

The operation of copying shots to a disk is the same as that for copying records with a few noticeable differences.
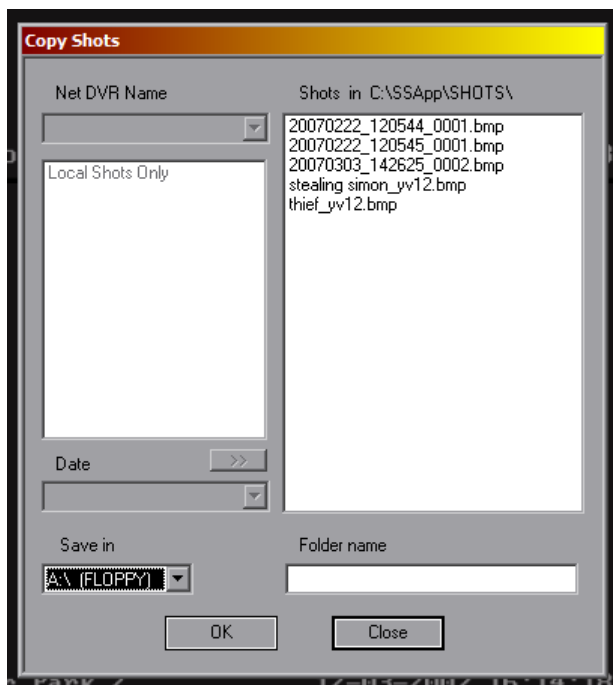
As all Snap shots and Saved Images are stored in the one folder C:\SSApp\Shots, their will be no Camera listings on the left and no specific dates.

Where a still image has been generated from the Snap function in real time from the Control Bar it will have been stored with the day, date and time it was Snapped, however, where a still image was generated by pausing playback and clicking Save Image it will have been given a name of your own choosing, both file types will show in the Shots in C:\SSApp\Shots\ folder.

As per the Copy Records operation, simply left click to highlight the required files on the right side, either select the default of A:\ Floppy (ensure a blank Floppy disk is in the A drive of the Summit DVR first)
Or change to {CDROM} (again ensure a disk is in the CD drive) if required enter a folder name under "Folder Name" (this can be handy for review later when copying to a CD / DVD that has other records on it, allowing you to easily locate only the images in their own separate folder) and click OK, the selected files will be copied to the destination of your choosing.

These images can be reviewed later on the CD / DVD disk by way of the application SSViewer.

These images are a native Microsoft Bitmap file and can also be viewed by any version of Windows from 95 to Vista

SSViewer

SSViewer is a standalone application which allows you to view the records and still images / Snap Shots stored on the CD / DVD, a copy of this application is also automatically placed onto the CD / DVD when records are burned allowing others to view the files without requiring specialised programs.
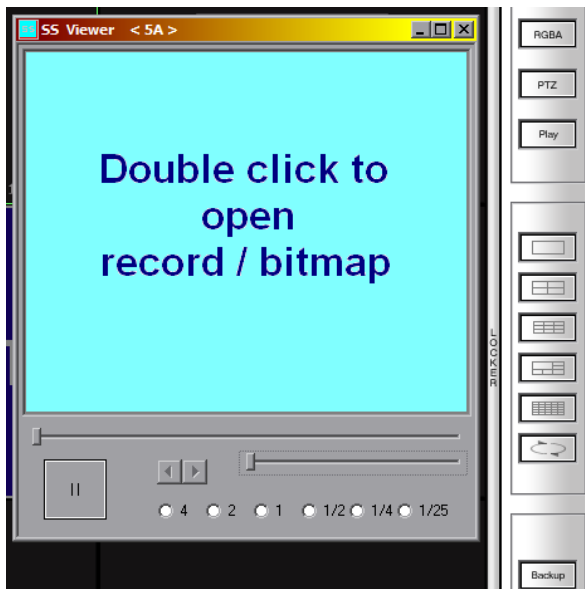
To start SSViewer Left mouse click on Backup and then SSViewer.

Double left mouse click in the blue area to open a record or a Bitmap (still image / Snap shot)
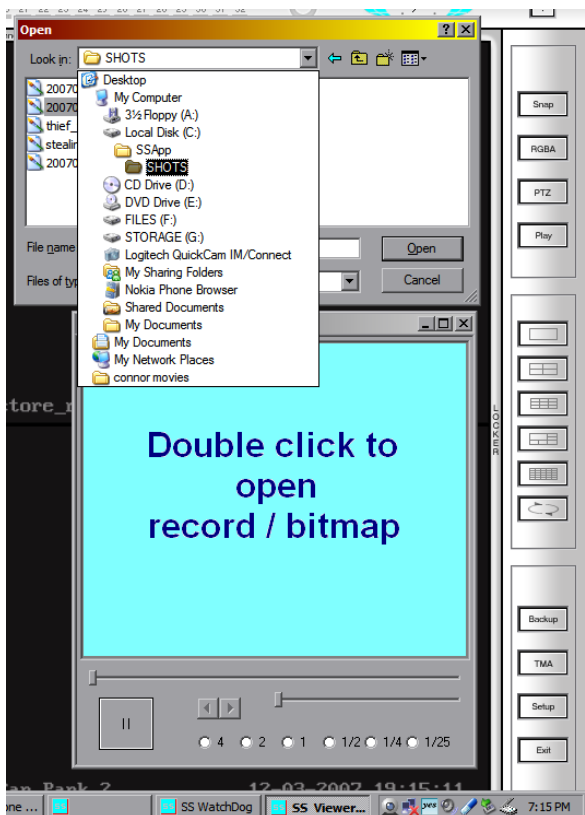
If the CD or DVD drive is not showing, left mouse click on the "Look In" tab and navigate to CD drive / DVD drive (which ever has the recorded disk.

Once the drive is accessed you will see a list of the records that have been copied to CD / DVD if all you see is a directory it means you elected to create a directory when copying records, simply double left mouse click on the directory and the records will show.

Double click on any of the records in the directory to commence playback of that record.
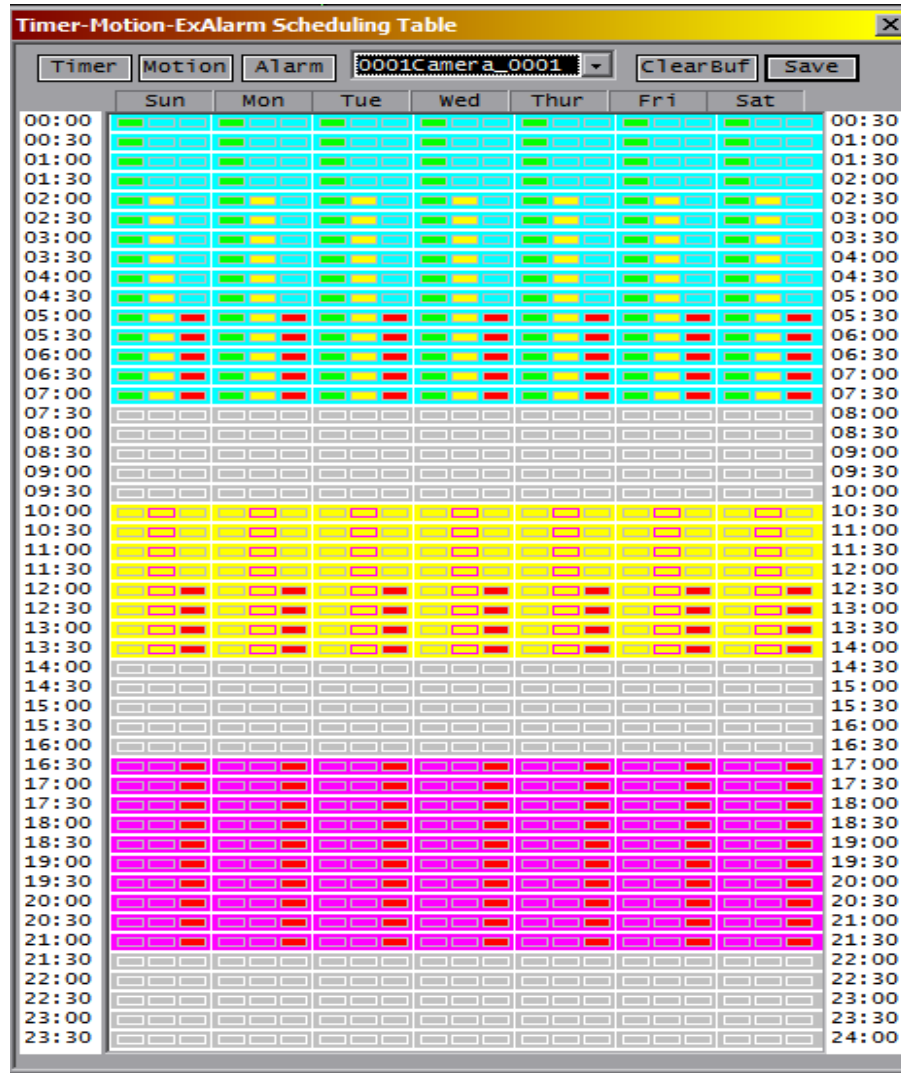
CONTROL BAR (Backup Tab)

SSViewer Cont

To change to a different record double click The centre of the screen, then navigate back to the CD / DVD and select another record to playback.
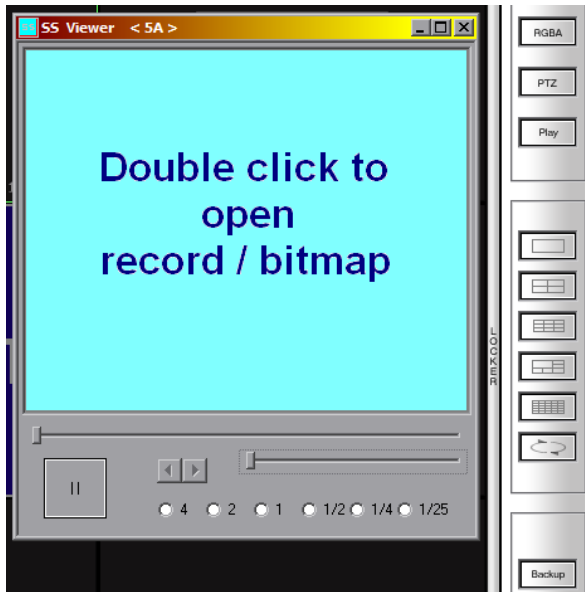
When playing back click the pause button to pause,

click the speed buttons 4, 2, 1 ½ , ¼, $1/25^{th}$ to increase / decrease playback speed.

T.M.A (Timer, Motion, Alarm)

The T.M.A screen allows you to set when each camera channel will record, when the system is installed and configured all used cameras will be pre set to record on motion.

This means that movement of any kind in front of the camera will cause it to record.

To set all cameras to record 24/7 click in the drop down box at the top tab and select ALL CAMERAS.
Know click and drag across the squares to select all times of the day, and then click on motion and save the results.

To set individual cameras for specified times of the day click the required camera, drag across the time squares so they are highlighted and then click motion and save.

SETUP (Configure password access)

The setup box allows for the configuration of the SS3 software and should only be changed when instructed to do so by a qualified technician, an incorrect setting in this area could prevent the system form recording or starting.

The two main tabs a normal user will need to access will be the Miscellaneous screen for user passwords and the TV_MD screen where a remote spot monitor is installed to change image views on the remote monitor/s
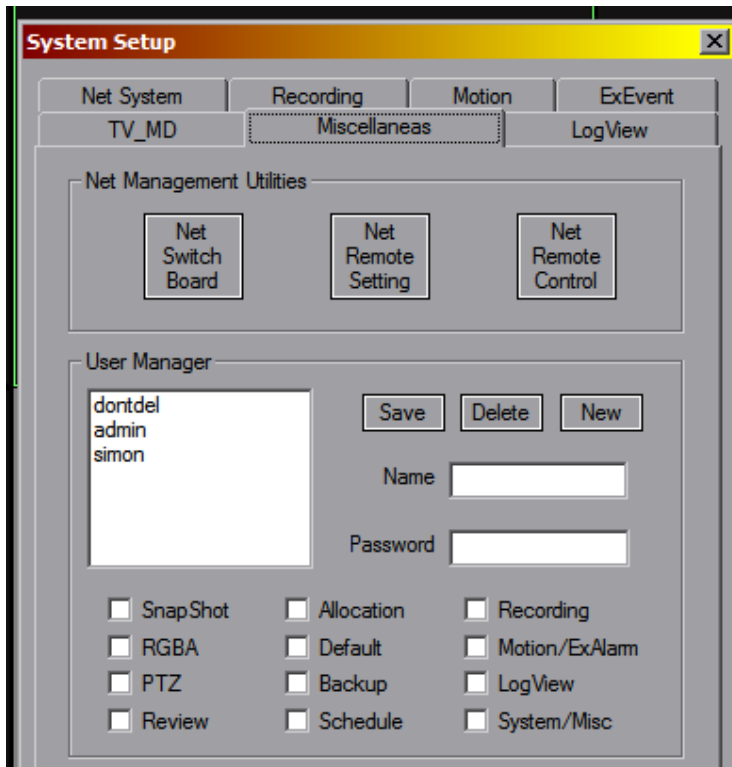
Click on the Miscellanea tab to add / change or edit users access.

To add a new user click on New. Click in the Name box and enter the name of the new user.

Click in the Password box and enter a up to 8 digits (numbers only)for the users access.

Select the required level for the user by placing a tick in each box below.

Then click Save, to save the new user.

Test the new users password and access levels by closing the System Setup, clicking on locker and entering the new users name and password, if the user and password where saved correctly you should know be logged in as the new user and only have access to the levels you have provided.

Access Levels

SnapShot	-	allows the user only to be able to take a snap shot and nothing else.
RGBA	-	allows the user to change brightness / contrast etc.
PTZ	-	allows the user to control Pan Tilt Zoom cameras (where installed)
Review	-	allows the user to playback records (review records)
Allocation	-	allows the user to allocate cameras in the Camera – Channel selection area
Default	-	allows the user to default (reset the video screens)
Backup	-	allows the user to Backup records to CD / DVD
Schedule	-	allows the user to change / edit the TMA settings
Recording	-	allows the user to change / edit camera recording configurations
Motion/ExAlarm		allows the user to change / edit Motion and External alarm settings
LogView	-	allows the user to see the system log screen
System/Misc	-	allows the user full access to all system functions (master access)

TV_MD (remote Spot monitor image allocation)

The TV_MD tab allows you to add or remove cameras that are sent to the remote spot monitors (where installed)
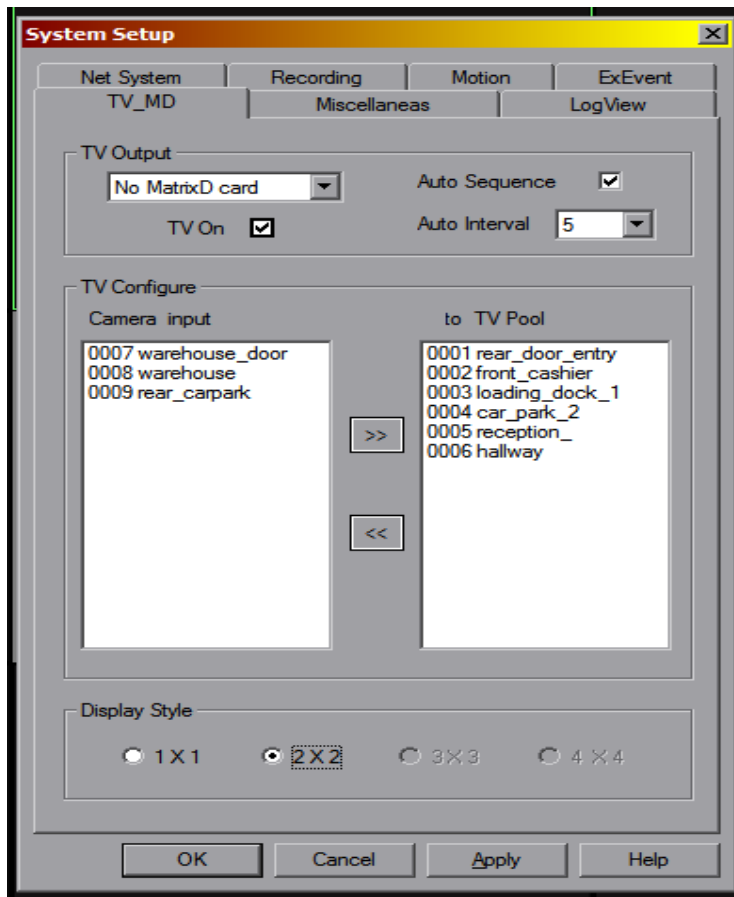
Click on each camera required in the Camera Input screen and then click on the forward arrows in the middle to send the cameras to the spot monitors TV Pool.

Click on Auto Sequence to allow the image to scroll on the spot monitor

Click on and adjust Auto Interval to set the Sequencing time (in seconds)

Click on TV On to activate remote spot monitor.

Click on desired Display Style, 1, 2 or 3 depending on the number of cameras selected in Camera Input will display on the spot monitor in either 1 single full screen image, 4 images at a time or nine images at a time.

Click Apply to activate.

SET, ADJUST SYSTEM TIME

To reset or adjust the minutes and or seconds of the SS3 DVR system, ensure you are logged in, right click on the clock on the top bar to show the Time Adjustment Synchronisation screen.
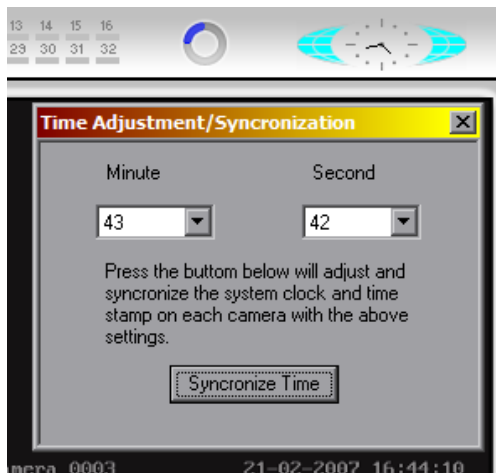
Adjust the Minutes by clicking on the Minutes drop down box.

Adjust the seconds by clicking on the seconds drop down box.

Click Synchronise Time. And then click OK
The time will re-adjust itself to the new settings.

Note: due to the nature of the Windows XP system the adjustment may take several seconds to show but will be correct when changed.

Camera Channel Button

Located In the middle of the inside top edge of the interface is the Camera / Channel button. This is used for viewing a list of all the cameras connected to the DVR either locally or remotely via a network or over the internet.

Depending on how many cameras you have for your DVR will determine how many cameras (or "possible" cameras) will show up in this list.

> **NOTE**: An example of 'possible cameras' is a DVR that is fitted with 16 camera channels, but only has 11 cameras plugged in at the moment. In the list it will still show 16 cameras because 5 of the channels are "possible cameras' and can still be set and configured even though there are no cameras attached.

To access the camera channels menu, first unlock the interface if you haven't already. Then locate and click on the camera channels button on the inside top edge of the interface.

This will now open the camera browsers menu. You will see something similar to this:
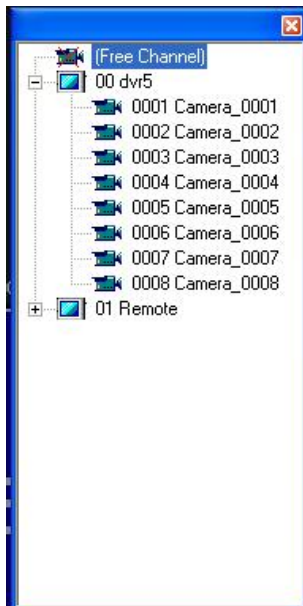
This is a list of the cameras connected to the DVR. They are listed in 2 groups in the DVR configuration supplied from the factory.

The first group is labelled "local" and refers to the machine that is being used now. In the case of the picture above it is labelled "00 dvr5". In the menu tree under this is an expanded list of the cameras connected to the computer. The example above has 8 cameras.

If the computer labelled "01 Remote" above was expanded it will show a list of the cameras remotely connected to the DVR unit. In other words, these cameras are connected to another DVR running SS3 and broadcasting its cameras across a network or the internet.

Changing Camera Channels:

The process of changing channels on the display is as simple as 'click > point > click'.

Ensure the interface is unlocked, and then open the Camera and Channels popup by clicking the button in the middle of the top bar of the interface. Once you have this open, make sure the camera browser is out of the way of camera channel 1, like so:
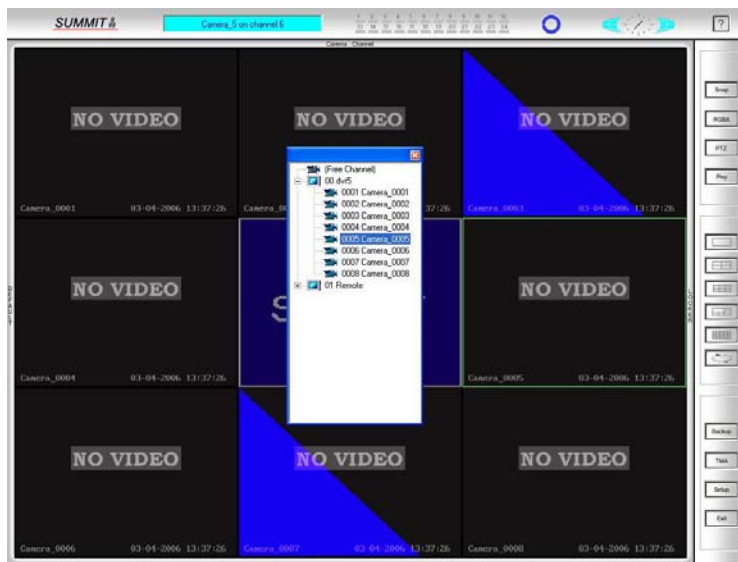
Now left click once on any camera in the list, except for camera number 01.

When completed, simply place the cursor over the top left most view port and left click once again. Where camera 01 was, this is now replaced with the selected camera number.

Also if that camera was on the screen at the same time, then where it originally was before you moved it to box one, will now display either a blue summit logo or a plain blue box to indicate no channel or camera present in that box.
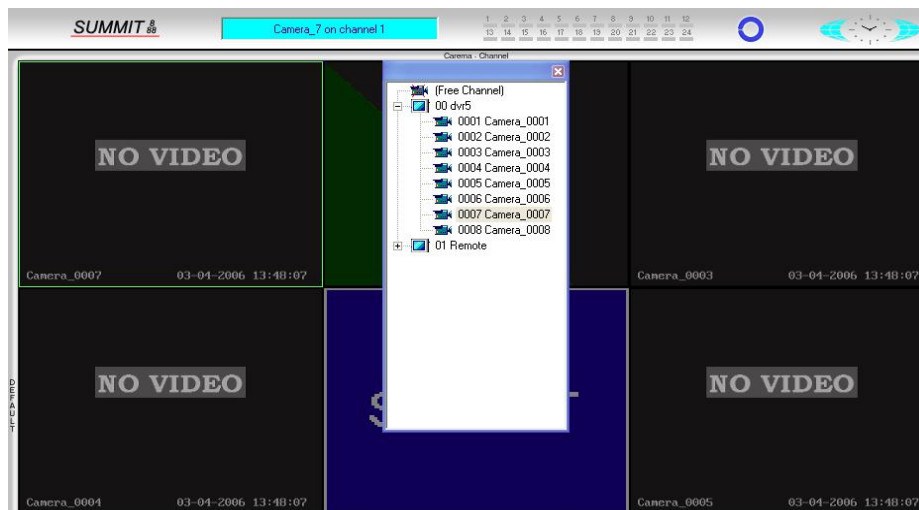
In this example picture, Camera 07 has been moved to the first slot.

This process is for setting up cameras the way that suits your needs. For example, if it was required to line up the cameras in a building along the screen, from the front door, reception, warehouse and then the rear car park, it is possible to move the cameras around on screen to achieve this.

This same procedure can be repeated for remote cameras as well. Just click, point and click again and SS3 will automatically connect to the corresponding DVR (where connected) and start to view its live feed.